

**LICHFIELD DISTRICT
COUNCIL**

FORWARD PLAN

Updated: 31.08.2018

Effective for the Period 1 September
2018 – 31 December 2018

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made.

Copies of documents can also be obtained by contacting the relevant Officer.

Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with settling the Council Tax
 2. Expenditure or savings if they exceed £75,000
 3. A decision which significantly affects the community in two more wards

| MATTER FOR CABINET DECISION (PLEASE MARK KEY DECISIONS WITH AN ASTERIX) ^{(1)(*)} | CONFIDENTIAL YES(EXEMPT)/ NO(OPEN) ⁽⁸⁾ | DECISION EXPECTED TO UNDERTAKE ⁽²⁾ | DECISION TO BE TAKEN BY AND DATE ⁽³⁾⁽⁶⁾ | CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (If no consultation has been undertaken please briefly explain why) | DOCUMENTS AVAILABLE | CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾ |
|---|---|---|--|---|---------------------|---|
| *Re-procurement of Server Desktop Operating system and software Contract | Fully exempt | | Cabinet 10 Sep 2018 | | | <p>OFFICER: Kevin Sleeman, Information & Communications Technology Manager Tel: 01543 308120</p> <p>CABINET MEMBER: Cabinet Member for Regulatory Services,</p> |

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|---|---|---|--|---|---|---|
| | | | | | | Housing and Wellbeing |
| *Money Matters 2018/19: Review of the Financial Performance against the Financial Strategy April to June 2018 | Open | To note the report and the issues raised on this | | Strategic (Overview & Scrutiny) Committee | Medium Term Financial Strategy 2017-2022 | OFFICER: CABINET MEMBER: |
| 2017/18 Corporate Annual Action Plan Outturn Report | Open | To note the report and issues raised. | | | Strategic Plan 2016 - 20 Corporate Annual Action Plan 2017/18 | OFFICER: CABINET MEMBER: |
| *Tenancy of 21-23 Market Street, Lichfield | Fully exempt | To consider the options available to the Council as landlord of the property. | | Asset Strategy Group | None | OFFICER: CABINET MEMBER: |
| | | | | | | |

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|---|---|---|--|--|---|---|
| *Disposal of land at Leyfields and Netherstowe, Lichfield | Open | Agree to disposal of land for Affordable Housing | | | District Valuers | OFFICER: CABINET MEMBER: |
| *Statement of Community Involvement (SCI) - Revision | Open | | Cabinet 9 Oct 2018 | Updates associated with legislative changes provided to EGED Overview and Scrutiny | Draft Statement of Community Involvement 2018 | OFFICER: Ashley Baldwin, Spatial Policy and Delivery Manager Tel: 01543 308147 CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services |
| *Designation of Neighbourhood Areas | Open | Seeking endorsement of a request for the Cabinet Member for Economic Growth, Environment and Development Services to be given delegated powers to | | None - Cabinet Member for Economic Growth, Environment and Development Services already has delegated authority to determine neighbourhood area applications following report to Cabinet in June | N/A | OFFICER: CABINET MEMBER: |

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|---|---|--|--|--|---------------------------------------|---|
| | | determine the Designation of Neighbourhood Areas. | | 2015. However the regulations over area designation have changed slightly since this time and therefore advised to report to Cabinet. | | |
| *CCTV Monitoring Contract* | Open | To approve the conclusions of the recent CCTV operating tender. | | No consultations have been undertaken as we are in a contractual arrangement to deliver these services. The consultation process is assumed to have taken place prior to entering into the original agreement. | Report to Cabinet and tender summary. | OFFICER: CABINET MEMBER: |
| Procurement Service Improvement | Open | Approve the implementation of new arrangements to improve our procurement practices and contract management. | | | | OFFICER: CABINET MEMBER: |

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|---|---|--|--|---|---|---|
| *Delivering our property investment strategy | Open | Approve the implementation of new governance and operational arrangements to deliver our property investment strategy. | Cabinet 4 Sep 2018 Council 16 Oct 2018 | Strategic Overview and Scrutiny on 5 September 2018. | Property Investment Strategy 2018-23, Legal Report - Local Authority companies and housing, Tax comments relating to establishing subsidiary development and housing companies. Advice on the development of a governance process and financial model for new investment opportunities. | OFFICER: Billy Webster, Assistant Chief Executive Tel: 01543 308225 CABINET MEMBER: Leader of the Council |
| *Health & Wellbeing Strategy | Open | To approve Health & Wellbeing Strategy | Cabinet 9 Oct 2018 | Draft to be considered by the Community, Housing & Health (O&S) Committee | Draft Health & Wellbeing Strategy | OFFICER: Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741, Lucy |

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|---|---|--|--|---|----------------------------|--|
| | | | | | | Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Regulatory Services, Housing and Wellbeing |
| *Housing Allocations Policy | Open | To approve the revised policy | Cabinet 9 Oct 2018 | Compiled in consultation with officers, registered providers, stakeholders, and customers | Housing Allocations Policy | OFFICER: Lucy Robinson, Housing & Wellbeing Manager Tel: 01543 308710 CABINET MEMBER: Cabinet Member for Regulatory Services, Housing and Wellbeing |
| *Garrick Theatre Funding 2018 - 2021 | Fully exempt | Approval of the MTFS spend in relation to the Garrick Theatre for the period 2018 - 2021 | Cabinet 9 Oct 2018 | Consultation with the Portfolio Holder and The Garrick Trust. This matter is contractually sensitive | MTFS | OFFICER: Chris Cook, Head of Leisure and Operational Services Tel: 01543 308903 |

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|--|---|---|--|---|--|---|
| | | | | and wider consultation is not required. | | CABINET MEMBER: Cabinet Member for Operational Services, Leisure and Waste |
| *Medium Term Financial Strategy (Revenue and Capital) 2018-23 | Open | To review the draft MTFS including the Revenue Budget and Capital Programme. | Cabinet 9 Oct 2018 | Strategic (Overview and Scrutiny) Committee January 2019 Audit and Member Standards Committee January 2019 | Medium Term Financial Strategy 2017-2022 Money Matters Report for 3, 6 and 8 Months | OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Democratic Services |
| *The transfer of a commuted sum (Approx £185k) associated with the transfer of public open space to Armitage with Handsacre Parish Council | Open | That Cabinet agree to the transfer of Open Space in Armitage with Handsacre to the Parish Council, including associated Commuted Sums | Cabinet 9 Oct 2018 | Asset Strategy Group | Cabinet Report, Plans. | OFFICER: John Smith, LOPS Business Development Manager Tel: 01543 308016 CABINET MEMBER: Cabinet Member for Operational Services, Leisure and Waste |

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|---|---|--|--|--|---|---|
| *Decision Statement regarding Elford Neighbourhood Plan proceeding to Referendum | Open | To progress the Elford Neighbourhood Plan to referendum stage and agree to proposed modifications where appropriate as set out within the Decision Statement subject to the Independent Examiners recommendations. | Cabinet 9 Oct 2018 | Consultation has been undertaken on the emerging Plan. Neighbourhood Plan progress reported to (Overview & Scrutiny) Committee June 2018. | Elford Neighbourhood Plan; Elford Neighbourhood Plan Examination Report; Decision Statement regarding Elford Neighbourhood Plan proceeding to Referendum. | OFFICER: Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196 CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services |
| *Community Infrastructure Levy (CIL) Domestic Extensions | Open | Approve that the Authority no longer applies CIL to domestic extensions. | Cabinet 9 Oct 2018 Council 18 Dec 2018 | No formal consultation undertaken. Engagement with users of CIL has assisted in preparing the report. | CIL Charging Schedule CIL Regulation 123 List CIL Short Guide | OFFICER: Ashley Baldwin, Spatial Policy and Delivery Manager Tel: 01543 308147 CABINET MEMBER: Deputy Leader and Cabinet Member for |

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|---|---|--|--|--|--|---|
| | | | | | | Economic Growth and Development Services |
| *Longdon Neighbourhood Plan Final Decision Statement | Open | The making of the Longdon Neighbourhood Plan and report that decision to Full Council. | Cabinet 9 Oct 2018 Council 16 Oct 2018 | Decision to send neighbourhood plan to referendum was reported to Cabinet June 2018. Neighbourhood Plan progress reported to (Overview & Scrutiny) Committee June 2018. | Referendum Neighbourhood Plan Report of the Independent Examiner Longdon Neighbourhood Plan Final Decision Statement | OFFICER: Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196 CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services |
| *Armitage with Handsacre Neighbourhood Plan Final Decision Statement | Open | The making of the Armitage with Handsacre Neighbourhood Plan and report that decision to Full Council. | Cabinet 9 Oct 2018 Council 16 Oct 2018 | Decision to send Neighbourhood Plan to referendum was reported to Cabinet June 2018. Neighbourhood Plan progress reported to (Overview & Scrutiny) Committee June 2018. | Referendum Neighbourhood Plan Report of the Independent Examiner | OFFICER: Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196 CABINET MEMBER: Deputy Leader and Cabinet Member for |

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|---|---|--|--|--|--|--|
| | | | | | Armitage with Handsacre Neighbourhood Plan Final Decision Statement | Economic Growth and Development Services |
| *Alrewas Neighbourhood Plan Final Decision Statement | Open | The making of the Alrewas Neighbourhood Plan and that this decision is reported to Full Council. | Cabinet 9 Oct 2018 Council 16 Oct 2018 | Decision to send neighbourhood plan to referendum was reported to Cabinet June 2018. Neighbourhood Plan progress reported to (Overview & Scrutiny) Committee June 2018. | Referendum Neighbourhood Plan Report of the Independent Examiner Alrewas Neighbourhood Plan Final Decision Statement | OFFICER: Patrick Jervis, Principal Spatial Policy and Delivery Officer Tel: 01543 308196 CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services |
| *Development of a Community Lottery | Open | Should the Council set up a Community Lottery to support the Community and Voluntary Sector | Cabinet 6 Nov 2018 | Community Housing & Health (Overview & Scrutiny) Committee 12 September 2018 and CV's representatives. | Report | OFFICER: Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 |

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|---|---|---|--|---|---|---|
| | | (CV's). | | | | 308741 CABINET MEMBER: Cabinet Member for Regulatory Services, Housing and Wellbeing |
| Digital Strategy | Fully exempt | To approve a Digital Strategy for the Council | Cabinet 6 Nov 2018 | With Officers including those in ICT and end users. O&S Innovation Task Group and Strategic O&S | | OFFICER: Christie Tims, Head of Corporate Services Tel: 01543 308100 CABINET MEMBER: Cabinet Member for Corporate and Customer Service, Revenues and Benefits |
| *Proposal for Small Business Grant Scheme | Open | For Cabinet to support the implementation of a small business grant scheme within Lichfield District. | Cabinet 6 Nov 2018 | 18 July - Leadership Team, comments acknowledged and informed the Cabinet Report. 19 September - | A Cabinet report containing a brief summary of the results from the Tamworth and Lichfield Business | OFFICER: Jonathan Percival, Economic Development Officer Tel: 01543 308149 CABINET MEMBER: |

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|---|---|---|--|---|--|--|
| | | | | Economic Growth, Environment and Development Overview and Scrutiny Committee. | Survey 2015/16 which has helped inform the criteria for the proposal, and case study evidence from small business grant schemes run by local authorities across the country. | Deputy Leader and Cabinet Member for Economic Growth and Development Services |
| *Building Control Shared Service | Fully exempt | Approve | Cabinet 4 Dec 2018 Council 18 Dec 2018 | Existing and proposed shared service partners. | Business case, 5 year business plan, outline business plan. | OFFICER: Ged Cooper, Building Control Manager Tel: 01543 308155 CABINET MEMBER: Deputy Leader and Cabinet Member for Economic Growth and Development Services |
| **Calculation of Business Rates 2019/20, Council Tax Base for 2019/20 and | Open | To approve the calculation of the Council Taxbase for 2018/19 | Cabinet 4 Dec 2018 | No consultation Statutory calculations | <ul style="list-style-type: none"> Local Government Acts 1988, 2992 and | OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: |

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|--|---|---|--|---|--|---|
| the projected Collection Funded Surplus / Deficit for 2018/19 | | <p>To delegate authority to the Cabinet Member and Chief Financial Officer to complete and certify the NNDR1 for 2018/19 on behalf of the Council.</p> <p>To note the projected Council Tax and Business Rates Collection Fund surplus or deficit for 2018/19</p> | | | <p>2003.</p> <ul style="list-style-type: none"> • Local Authorities (Calculation of Council Taxbase) Regulations 1992. • Money Matters Reports | <p>01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Democratic Services</p> |
| *Money Matters 2018/19: Review of the Financial Performance against the Financial Strategy April to September 2018 | Open | To note the report and the issues raised on this. | Cabinet 4 Dec 2018 | Strategic (Overview & Scrutiny) Committee | Medium Term Financial Strategy 2017-2022 Money Matters Report for 3 Months | <p>OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012</p> <p>CABINET MEMBER: Cabinet Member for Finance and Democratic Services</p> |
| | | | | | | |

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|---|---|---|--|---|---|---|
| **Medium Term Financial Strategy (Revenue and Capital) 208-23 | Open | To approve and recommend to Council: <ul style="list-style-type: none"> • The MTFS including the Revenue Budget and Capital Programme. • The MRP Policy. • Treasury Management Strategy. • Prudential Indicators. | Cabinet 12 Feb 2019 | Strategic (Overview & Scrutiny) Committee January 2019 Audit and Member Standards Committee January 2019 | Medium Term Financial Strategy 2017-2022 Money Matters Report for 3, 6 and 8 Months. | OFFICER: Anthony Thomas, Head of Finance and Procurement Tel: 01543 308012 CABINET MEMBER: Cabinet Member for Finance and Democratic Services |
| *Housing Assistance Policy | Open | To approve the updated policy | Cabinet 12 Feb 2019 | Compiled in consultation with officers and partners | Housing Assistance Policy | OFFICER: Gareth Davies, Head of Regulatory Services, Housing and Wellbeing Tel: 01543 308741 CABINET MEMBER: Cabinet Member for Regulatory Services, Housing and Wellbeing |

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1. The matter in respect of which the decision is to be made
 2. What decision the Council will be asked to make
 3. A date on which, or period within which, the decision will be made
 4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
 5. What background documents will be available to the person or Committee making the decision
 6. Who will make the decision, i.e. the Cabinet, Council a Cabinet Member alone, an Officer under Delegated Powers
 7. The Officer or Member who should be contacted regarding the matter under consideration.
 8. Indicate whether the report will be confidential.
- * Denotes Key Decision

MEMBERS OF THE CABINET

Leader of Cabinet

Deputy Leader of Cabinet and

Cabinet Member for Economic Growth, Environment & Development Services

Cabinet Member for Finance and Democracy

Cabinet Member for Corporate and Customer Service, Revenues and Benefits

Cabinet Member for Operational Services, Leisure and Waste

Cabinet Member for Regulatory Services, Housing and Wellbeing

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard

Councillor C. J. Spruce

Councillor Mrs E. A Little

Councillor D. J. Leytham

Councillor A. Yeates